

SOUTH SUBURBAN COLLEGE

Police Department

To: Ofc. Oscar Galarza

From: Sergeant Albert Benney

Date: 16 October 2017

Re: Suspension (Failure to complete job duties)

On Thursday 05 October 2017 Ofc. Galarza was assigned to secure the main building exterior doors. On the morning of Friday 06 October 2017 door number 9, which is located southwest corner of the Cafeteria was found unlock and unchained. The discovering was made during routine opening of the building. This is a failure to complete the duties that were assigned to Ofc. Galarza. This the third infraction of this nature, therefore resulting in a one day suspension. The suspension will be serviced on October 18, 2017. If any other infractions of this nature are committed it will result in further disciplinary action up to and including termination.

This document is to be signed by the employee to indicate that it has been read and understood.
Signing does not indicate agreement.

Sergeant A. Galarza #13 DATE 16 OCT. 2017

cc:

PERSONNEL ACTION FORM

PERSONNEL ACTION FORM	
<p>Employee Name: Oscar Galarza</p> <p>Colleague ID# ██████████ Date : 10/24/2017</p> <p>Department : Campus Police</p> <p>Address :</p> <p>Position Name : Support Staff</p>	
<p><input type="checkbox"/> New Hire</p> <p><input type="checkbox"/> Full-Time</p> <p><input type="checkbox"/> Part-Time</p> <p><input type="checkbox"/> Temporary 519</p> <p><input type="checkbox"/> Student Employment 518/1</p> <p><input type="checkbox"/> Faculty Overload 5131-2</p> <p><input type="checkbox"/> Faculty Stipend</p> <p><input type="checkbox"/> Substitution</p> <p><input type="checkbox"/> Adjustment</p>	<p><input type="checkbox"/> Full Time:</p> <p><input type="checkbox"/> Faculty – College Credit 513/515</p> <p><input type="checkbox"/> Community Education 513</p> <p><input type="checkbox"/> Continuing Education 514</p> <p><input type="checkbox"/> Part-Time :</p> <p><input type="checkbox"/> College Credit 514</p> <p><input type="checkbox"/> Community Education 514</p> <p><input type="checkbox"/> Continuing Education 514</p> <p><input type="checkbox"/> Rate Change: Old Rate _____ New Rate: _____</p>

Faculty: Courses & Section	Contact Hours	Credit Hours	CHE or Hours

Additional Information:
Suspended without pay: October 18, 2017

APPROVALS

Cost Center Director	Dean 	Vice President
President	Human Resources	Business & Accounting

PERSONNEL ACTION FORM